

16 KAR 7:010. Kentucky Teacher Internship Program.

RELATES TO: KRS Chapter 13B, 156.101, 161.020, 161.028, 161.030, 161.048, 161.100, 161.1221

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) authorizes the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate. KRS 161.030(5) requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship. This administrative regulation establishes the requirements for the Kentucky Teacher Internship Program.

Section 1. Definitions. (1) "Half-time basis" means teaching fifteen (15) hours per week in the teacher intern's area of certification.

(2) "Instructional day" means a day that:

(a) The teacher intern is performing regular teaching responsibilities in an instructional setting, or is completing professional development for compensation from the district or employing school; and

(b) Is not part of annual leave, sick leave, or other authorized or unauthorized leave time.

(3) "Resource teacher" means the classroom teacher that serves on a beginning teacher committee.

(4) "Teacher intern" means any new teacher or out-of-state teacher with less than two (2) years of successful teaching experience, preschool through grade twelve (12), who has obtained a provisional certificate and is seeking initial certification in Kentucky.

(5) "Teaching standards" means the standards set forth in 16 KAR 1:010.

Section 2. Basis for Professional Judgment by the Beginning Teacher Committee. (1) A teacher intern and the beginning teacher committee shall follow the requirements established in this administrative regulation.

(2) The beginning teacher committee shall determine the progress and improvement of the teacher intern, pursuant to KRS 161.030, by:

(a) A systematic observation of classroom performance;

(b) An ongoing review of documented evidence developed by the teacher intern of progress toward demonstration of the applicable teaching standards; and

(c) A review of the teacher intern's response to the suggestions and recommendations made by the beginning teacher committee during its meetings with the teacher intern throughout the internship.

(3) Throughout the internship, the teacher intern and the beginning teacher committee shall utilize the teaching standards established by the Education Professional Standards Board in 16 KAR 1:010.

(4) The assessment shall be organized according to three (3) cycles of the internship designed to provide teacher interns the opportunity to demonstrate performance of the teaching standards established in 16 KAR 1:010.

Section 3. Beginning Teacher Committee Membership Appointment. (1)(a) Each beginning teacher committee shall be composed of three (3) persons who have been appointed pursuant to KRS 161.030(6).

(b) School districts shall maintain a pool of resource teachers and principals who have successfully completed the beginning teacher committee training in order to assure eligibility for

appointment to beginning teacher committees.

(c) The beginning teacher committee training may be approved for up to six (6) hours of professional development credit for resource teachers and Effective Instructional Leadership Act (EILA) credit for administrators pursuant to KRS 156.101.

(2) The employing school district shall recommend principals and resource teachers for appointments by the Education Professional Standards Board to beginning teacher committees.

(3) If the teacher intern is teaching at a nationally or regionally accredited nonpublic school without a principal, the accrediting organization's guidelines for designating the school head or school leader shall be used by the employing school in making the recommendation for appointment of the principal member. If no guidelines exist, the school shall provide a written rationale for the appointment to the Education Professional Standards Board.

(4) Representatives of the teacher training institutions shall consult the Education Professional Standards Board with respect to the school districts and the geographical area to be served by teacher educator members on beginning teacher committees. All teacher educators shall have completed the beginning teacher committee training in order to assure eligibility for appointment to beginning teacher committees.

(5) The teacher training institution shall appoint a teacher educator no later than thirty (30) calendar days after being notified by the district or nonpublic school of the need for a teacher educator.

(6) If the superintendent or designated nonpublic school head or leader determines that a teacher educator is unsuitable for appointment, the superintendent or designated nonpublic school head or leader shall submit a written request for removal to the Education Professional Standards Board. The request shall contain the following:

(a) The facts and circumstances that form the basis for removal for cause; and

(b) The name of a qualified replacement submitted after consultation with the principal of the employing school and the Kentucky Teacher Internship Program university and district coordinators for that school district.

Section 4. Requirements for Time in the Internship and Classroom Assignment. (1) The one (1) year internship shall be completed during one (1) of the following:

(a) No less than 140 instructional days of employment in a certified position in the teacher intern's area of certification for which the teacher intern receives compensation during one (1) school year; or

(b) Two (2) semesters totaling at least 140 instructional days of employment in a certified position in the teacher intern's area of certification for which the teacher intern receives compensation in two (2) consecutive school years.

(2) The internship shall be established for each teacher intern whose initial employment begins at any time during the school term except if the date of employment does not allow for completion of at least seventy (70) instructional days of employment during the school year.

(a) If the period of employment is less than seventy (70) instructional days in a school year, the local school district shall declare an emergency as provided in KRS 161.100, authorizing the superintendent to request an emergency teaching certificate.

(b) The employing school district shall be responsible for providing assistance and supervision to the new teacher during the period of employment under an emergency certificate.

(3)(a) The school district or nonpublic school shall submit to the Education Professional Standards Board a confirmation of employment within thirty (30) calendar days from the teacher intern's first instructional day.

(b) A one (1) year internship certificate shall be issued in accordance with the provisions of 16 KAR 2:010 and 16 KAR 4:050.

(c) If the district or employing school fails to report verification of enrollment in the internship by the applicable timeline established in paragraph (a) of this subsection, and there is insufficient time remaining for the teacher intern to complete the number of days required under subsection (1) of this section, the district or employing school shall declare an emergency as provided in KRS 161.100, and the teacher intern shall enroll in the internship in the next semester of employment when at least seventy (70) instructional days are available.

(d) Failure to confirm employment or declare an emergency in accordance with paragraph (a), (b), or (c) of this subsection shall:

1. Be a violation of KRS 161.020; and

2. Result in the number of days the teacher intern taught without a valid certificate being included in the out of field report submitted to the Commissioner of the Department of Education in accordance with KRS 161.1221.

(4) A teacher intern may participate in the internship if the intern is teaching in the intern's area of certification on at least a half-time basis. A school district or nonpublic school offering employment to a new teacher for part-time services which do not conform to the definition of half-time basis shall request a waiver from the Education Professional Standards Board staff for the new teacher to participate in the Kentucky Teacher Internship Program. The waiver request shall detail how the part-time employment offered by the district or nonpublic school is commensurate with the half-time basis requirement of this administrative regulation.

(5)(a) An intern shall be prohibited from discontinuing an internship unless a written resignation of the position detailing the facts surrounding the resignation is received and approved by:

1. The superintendent or designated nonpublic school head or leader; and
2. The Education Professional Standards Board staff.

(b) A teacher intern who discontinues the internship without the approval of the Education Professional Standards Board staff shall be recorded as unsuccessfully completing the internship for that school year.

(6) The internship shall be established in a classroom which corresponds to the certificate of the teacher intern. An internship shall not be established in a classroom designated as an alternative school, classroom, or program unless the district superintendent or designated nonpublic school head or leader submits a written request for a waiver to the staff of the Education Professional Standards Board. The request shall include the following:

- (a) The type of students that attend the alternative school, classroom, or program;
- (b) The student selection and placement process;
- (c) The level of support for students and faculty provided by the district or nonpublic school;
- (d) The degree of administrative support within the school, classroom, or program;
- (e) The location and facility that houses the school, classroom, or program;
- (f) The instructional resources available to the faculty;
- (g) The curriculum used by the school, classroom, or program;
- (h) The manner in which the school, classroom, or program collaborates with other schools within the district;
- (i) The current faculty and staff positions assigned to the school, classroom, or program;
- (j) A brief description of how a teacher intern placed in the alternative school, classroom, or program could demonstrate that the teacher intern has met all of the applicable standards;
- (k) Contact information for an individual who could provide additional information about the request; and
- (l) A signed affidavit by the superintendent, the superintendent's designee, or the designated nonpublic school head or leader confirming the information.

(7) The Education Professional Standards Board staff shall grant the waiver if there is a determination that the request and accompanying documentation sufficiently demonstrate that:

- (a) The level of support and services provided to the teacher intern assigned to an alternative school, classroom, or program is equivalent to that provided to a teacher intern placed in a nonalternative setting; and
 - (b) The teacher intern assigned to the alternative school, classroom, or program shall be provided the opportunity to successfully demonstrate all teaching standards.
- (8) If the waiver is granted, it shall remain in effect for the duration of the internship.

Section 5. Designation and Duties of Chair; Responsibilities of Resource Teacher, Teacher Intern, and Teacher Educator; Requirements for Timing and Content of Beginning Teacher Committee Meetings. (1) The principal member of the three (3) person beginning teacher committee shall serve as chair and shall be responsible for convening the committee and coordinating its efforts. The chair shall be responsible for the timely submission of all documents and reports of the beginning teacher committee to the Education Professional Standards Board as required by this administrative regulation. In addition, the chair shall:

- (a)1. Make three (3) official observation visits to the teacher intern's classroom with each observation lasting one (1) hour in duration or one (1) class period; or
 - 2. Make two (2) one (1) hour or one (1) class period observation visits followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lesson;
 - (b) Conduct a lesson plan review prior to each of the three (3) observations and a post-observation conference after each observation;
 - (c) Report progress observed and concerns to the committee at the scheduled committee meetings;
 - (d) Track and verify the time that the resource teacher spends with the teacher intern both in and out of class; and
 - (e) Ensure that all program policies and procedures are followed.
- (2) The resource teacher shall be a mentor to the teacher intern and assess the teacher intern's progress in the internship.
- (a) The resource teacher, upon appointment, shall begin to assist the teacher intern.
 - (b) The resource teacher shall spend the required amount of hours working with the teacher intern in the classroom setting as specified in KRS 161.030(7).
 - 1. As a portion of the hours, the resource teacher shall conduct:
 - a. Three (3) official observations with each observation lasting one (1) hour in duration or one (1) class period; or
 - b. Two (2) observations lasting one (1) hour in duration or one (1) class period followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lesson.
 - 2. The observations shall be preceded by lesson plan review and shall be concluded with a post-observation conference.
 - (c) Pursuant to the resource teacher requirements established in KRS 161.030(7), a resource teacher shall complete out-of-class time identified in KRS 161.030 in consultation with the teacher intern to:
 - 1. Assist the teacher intern in the development of the professional growth plan;
 - 2. Assist the teacher intern in areas identified in the professional growth plan;
 - 3. Assist the teacher intern with instructional activities such as planning, management techniques, assessment, and parent conferences;
 - 4. Assist the teacher intern in arranging to attend seminars, conferences, or lectures offering educational assistance commensurate with the teacher intern's professional growth plan;
 - 5. Continually assess the teacher intern's progress in the internship in relation to each of the applicable teaching standards;

6. Provide the opportunity for the teacher intern to receive mentoring in a collaborative setting if the collaboration meets the needs of the teacher intern as defined in the professional growth plan. Mentoring in a collaborative setting shall be documented.

(d) The resource teacher shall divide the consultation time required in paragraphs (b) and (c) of this subsection into appropriate increments that provide support for the teacher intern throughout the internship. The resource teacher shall not spend this required consultation time with the teacher intern at required in-school or district-wide meetings, or any other activity for which the resource teacher receives compensation from the district or employing school, to include a professional development activity.

(3) The teacher intern shall:

(a) Complete all requirements of the Kentucky Teacher Internship Program as established in KRS 161.030 and this administrative regulation, including compliance with the applicable teaching standards;

(b) Attend the orientation and post-observation conferences with individual committee members, and all beginning teacher committee meetings;

(c) Participate with the resource teacher in consultation time to be spent outside of an instructional setting in the amount of time specified in KRS 161.030;

(d) Cooperate with the resource teacher in completing the instructional observations;

(e) Complete a professional growth plan;

(f) Prepare for three (3) official one (1) hour observations by each committee member during the internship, including submitting a written lesson plan to the observer in a timely fashion prior to each visit. Each observation shall be one (1) hour in duration or one (1) class period;

(g) Develop documentary evidence of progress toward demonstration of the applicable standards for presentation and review at committee meetings; and

(h) Review all documents completed by the beginning teacher committee and affix a signature if required.

(4) The teacher educator shall:

(a)1. Make three (3) official observations of the teacher intern with each observation lasting one (1) hour in duration or one (1) class period; or

2. Make two (2) observations of one (1) hour in duration or one (1) class period, followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lesson;

(b) Conduct a lesson plan review prior to each of the three (3) observations and a post-observation conference after each observation; and

(c) Report progress observed and concerns to the committee at the scheduled committee meetings.

(5) Observations and committee meetings shall be scheduled in accordance with the following:

(a) The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;

(b) The classroom observations by all committee members shall occur prior to the corresponding committee meeting;

(c) The Cycle 1 classroom observations and committee meeting shall be held between one (1) and sixty (60) instructional days following the orientation meeting;

(d) The Cycle 2 classroom observations and committee meeting shall be held between sixty-one (61) and 110 instructional days following the orientation meeting; and

(e) The Cycle 3 taping and reviews of the video or classroom observations and committee meeting shall be held between 111 instructional days after the orientation meeting and by the closing day of the school year.

(6) Committees formed during the spring semester shall establish a meeting schedule that observes the time sequences established in subsection (5) of this section for the full-year teacher interns but which shall span the spring and fall semesters of two (2) consecutive school years.

(7)(a) Classroom observations conducted by committee members shall be:

1. Of at least one (1) hour or one (1) class period in duration; and
2. In the classroom or at the work station of the teacher intern.

(b) Additional classroom observations may be conducted at the option of the committee.

(c) All classroom observations shall be scheduled in advance in order to provide adequate time for preparation by the teacher intern.

(8) All members of the committee shall attend all four (4) meetings of the committee.

(9) At the orientation meeting of the beginning teacher committee, the following items shall be addressed:

(a) Expectations on the part of the teacher intern and each committee member;

(b) Procedures and materials for classroom observations;

(c) Use of classroom observation data in designing the teacher intern's professional growth plan;

(d) Requirements for the teacher intern for compiling documentary evidence of progress toward demonstration of the applicable teaching standards;

(e) General schedule for the events to take place during the internship program; and

(f) Work of the resource teacher with the teacher intern.

(10)(a) The primary purpose of the Cycle 1 and Cycle 2 committee meetings shall be to provide the teacher intern with information based on classroom observations, review of the teacher intern's documented evidence of progress toward demonstration of the applicable teaching standards, and reports of the resource teacher that shall support the growth of the teacher intern.

(b) The committee shall provide the teacher intern at the cycle committee meetings with the teacher intern's progress in the internship in relation to the applicable teaching standards.

(11) The professional growth plan shall be initiated at the Cycle 1 committee meeting.

(12) The Cycle 2 committee meeting shall include a review of expectations for the performance of the teacher intern, taking into account the reflections of the teacher intern and the committee members, and incorporating these expectations and reflections into the professional growth plan.

(13) The Cycle 3 committee meeting shall include a professional judgment by the committee members on the satisfactory completion of the one (1) year internship. This judgment shall be based upon the teacher intern's ability to meet the requirements of the Kentucky Teacher Internship Program.

(14) If all committee members believe that more time would allow for improved demonstration of the teaching standards, a fourth cycle may be conducted.

(15) Cycle 4 may include additional observations or a review of the teaching standards.

(16) Cycle 4 shall fall within the timelines of Cycle 3 and shall include a committee meeting. Upon completion of Cycle 4, the Cycle 4 results shall replace the Cycle 3 results.

Section 6. Decision by the Beginning Teacher Committee, Reporting, and Certification Actions. (1)(a) The decision of the beginning teacher committee as to satisfactory completion of the internship for all teacher interns shall be reported by the chair to the local school superintendent or other employer and to the Education Professional Standards Board no later than two (2) weeks following the final committee meeting.

(b) If a teacher intern's performance is judged by the majority of the committee to be unsuc-

cessful, the school district or employing school shall submit all documentation to the Education Professional Standards Board by the deadline-established in paragraph (a) of this subsection.

(c) All materials submitted shall become the property of the Education Professional Standards Board and shall not be returned to the teacher intern.

(2) Failure to meet the deadlines established in subsection (1) of this section may warrant action against the District Superintendent's or employing school head or leader's certification.

(3) If a teacher intern's performance is judged by the committee to be unsatisfactory, the teacher intern shall have the opportunity to repeat the internship during one (1) additional school year. If the teacher intern does not successfully complete the internship, the teacher intern shall requalify for admission to the remaining one (1) year of internship by meeting the requirements in effect at the time of reapplication for certification.

(4)(a) If the teacher intern is unable to complete the internship within one (1) school year in accordance with the requirements of Section 5 of this administrative regulation, an interim report shall be submitted to the Education Professional Standards Board within ten (10) calendar days of the date the internship ceases.

(b) Under extraordinary circumstances and with the approval of the Education Professional Standards Board, the teacher intern may continue the internship during a subsequent school year if employed in a public or nonpublic accredited school. Extraordinary circumstances shall include:

1. Medical condition;
2. Temporary disability; or
3. Military deployment.

(c) The provisions of Section 4(1)(a) or (b) of this administrative regulation shall not apply if the Education Professional Standards Board approves the request for an exception based on extraordinary circumstances in this situation.

Section 7. Payments to Committee Members. (1) The Education Professional Standards Board shall contract with the local school district, or make other appropriate arrangements, for the direct service of a resource teacher to each teacher intern.

(2) A resource teacher shall:

- (a) Not serve as a resource teacher for more than two (2) teacher interns concurrently; and
- (b) Be paid a stipend in accordance with subsection (3) of this section.

(3)(a) Contingent upon funding, the Education Professional Standards Board shall provide a stipend to each resource teacher as compensation for out-of-class time spent with the teacher intern.

(b) The stipend shall be prorated if the required number of hours are not performed and documented pursuant to the requirements of Section 5(2) of this administrative regulation.

(c) The stipend shall be disbursed in accordance with KRS 161.030(6)(f) on a biannual basis corresponding to the semester in which the mentoring occurred or on an annual basis for full-year interns with payment being disbursed at the end of the one (1) year internship.

Section 8. Appeals. (1)(a) If a Beginning Teacher Committee finds that a teacher intern was unsuccessful, the Education Professional Standards Board shall notify the teacher intern by certified mail to the last known address of the teacher intern on file with the Education Professional Standards Board. Service of the notice shall be complete on the day the teacher intern receives the notice or on the day the Education Professional Standards Board receives the returned notice. The teacher intern may inspect the documentation submitted by the beginning teacher committee to the Education Professional Standards Board.

(b) To appeal the decision, the teacher intern shall file a written notice of appeal along with

any additional documentation the teacher intern would like the appeals committee to consider within thirty (30) calendar days of the date service was complete.

(c) If a written notice of appeal is not received within the timeline established in paragraph (b) of this subsection, the Beginning Teacher Committee's decision shall be final.

(2)(a) Appeals by teacher interns shall be reviewed by a committee of four (4) persons. The appeals committee shall include:

1. One (1) teacher;
2. One (1) principal;
3. One (1) teacher educator; and
4. The Executive Director of the Education Professional Standards Board, or his or her designee.

(b) An appeals committee member shall not take part in a decision in which the member has an interest or is biased.

(3)(a) The appeals committee shall review the written appeal by the teacher intern, any documentation submitted by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the beginning teacher committee.

(b) The appeals committee shall review all of the documentation listed in paragraph (a) of this subsection to determine if the evidence supports the findings of the beginning teacher committee and base its recommendation upon the following requirements:

1. Evidence of the teacher intern's ability to meet the requirements of 16 KAR 1:010;
2. Documentation of the instructional setting and outside normal working hours spent by the resource teacher in assisting the teacher intern as specified in KRS 161.030(7);
3. Assignment of beginning teacher committee members in accordance with Section 3 of this administrative regulation;
4. Compliance with the requirements for the timing, content, reporting, and signing of teacher intern performance records, meeting and observation forms, and resource teacher time sheets; and
5. Agreement between teacher intern performance records, professional growth plans, beginning teacher committee meeting reports, the assessment, and the final decision of the committee.

(4) The appeals committee shall make a recommendation to the Education Professional Standards Board on the appeal within sixty (60) calendar days following the receipt of the appeal, unless good cause exists for additional time.

(5) The Education Professional Standards Board shall issue a final decision in each appeal reviewed by the appeals committee. When making its final decision, the Education Professional Standards Board shall consider only the appeals committee recommendation and the records reviewed by the appeals committee.

(6) If the Education Professional Standards Board determines that there is sufficient credible evidence that the beginning teacher committee has committed some procedural violation during the internship that makes it impossible to determine if the teacher intern has in fact been unsuccessful, the Education Professional Standards Board may nullify the internship and allow the teacher intern to repeat the internship without penalty.

(7) After reviewing the appeals committee recommendation, the Education Professional Standards Board shall issue a final order stating whether the teacher internship was successful, not successful, or nullified.

(8) The Education Professional Standards Board shall send its decision by certified mail to the address of the teacher intern on file with the EPSB. Service shall be effective when the teacher intern receives the notice or when the Education Professional Standards Board re-

ceives the notice of return.

(9) If the teacher intern is not satisfied with the decision of the Education Professional Standards Board based on the recommendation of the appeals committee, the teacher intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the Education Professional Standards Board within fifteen (15) calendar days of the date the board's decision is served on the teacher intern.

Section 9. A teacher intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate under this administrative regulation. (22 Ky.R. 1422; Am. 1602; eff. 3-7-1996; 25 Ky.R. 129; eff. 9-3-1998; 26 Ky.R. 1043; 1557; eff. 2-14-2000; 27 Ky.R. 3158; 28 Ky.R. 380; eff. 8-15-2001; Recodified from 704 KAR 20:690, 7-2-2002; 30 Ky.R. 372; 902; 1198; eff. 12-1-2003; 31 Ky.R. 1868; 32 Ky.R. 40; eff. 8-29-2005; 33 Ky.R. 843; 1277; eff. 12-1-2006; 34 Ky.R. 2413; 35 Ky.R. 11; eff. 8-1-2008; 36 Ky.R. 630; 998; eff. 11-9-2009; 43 Ky.R. 592, 1192, 1370; eff. 3-3-2017.)